

# *University of Balamand*

**UNIVERSITY HOUSING POLICIES AND REGULATIONS**

**FOR MEN DORMITORY**

**“FREIJ BUILDING”**



*OFFICE OF STUDENT AFFAIRS*

(Last Updated on September 14<sup>th</sup>, 2001)

# **UNIVERSITY HOUSING**

## **Statement of Purpose**

It is the philosophy of the University of Balamand (UOB) to provide University Housing that is safe, comfortable and supportive to the academic mission of UOB. On-campus residential life is designed to encourage the intellectual and moral development of its students. The residence community attempts to provide the student with learning opportunities focusing on self-awareness, interpersonal relations, and cross-cultural understanding.

## **Reservations**

Reservations are made on a “first come first serve” basis. Student should submit a Dormitory Application for Room Reservations and a deposit fee. Application forms are available at the Office of Student Affairs. The deposit fee should be paid at the Comptroller’s office. Priority in reservations is given firstly to new students, secondly to undergraduate students, and thirdly to graduate students.

## **University Housing Staff**

The University Housing at UOB is staffed with a Resident Director, Student Assistants, Housekeepers and Security Guards who are appointed to ensure the cleanness and safety of the dormitories, and comfort of the students. The University Housing Staff duties and responsibilities are listed as follows:

1. Resident Director: The Resident Director is a UOB faculty member who is responsible for the smooth operation of all aspects of the UOB dormitories. His responsibilities include:
  - ensuring the physical safety and security of the dormitories and its residents
  - supervising the Student Assistants
  - implementing the University Housing policies and regulations
  - reporting deficiencies to the Office of Student Affairs
  - developing a positive, healthy, and enjoyable living-learning experience.
2. Student Assistants: The dormitories at the University of Balamand are staffed with Student Assistants who are UOB senior students selected for their maturity and leadership qualities. Student Assistants are available during University Housing access hours. Their responsibilities include reporting student concerns and problems to the Resident Director as well as organizing events and activities.
3. Housekeepers: Housekeepers are responsible for the cleanliness of the common areas inside the dormitories (corridors, stairs, lounges, bathrooms, and kitchens).

4. Security Guards: Security Guards are responsible for the security of the dormitories and are entitled to request from students residing in the dormitories and their guests, proper identification at any time.

### **University Housing Agreement**

By completing and signing the Dormitory Application for Room Reservation, students have immediately agreed with all items of the University Housing Agreement listed as follows:

1. Period of Agreement: Registration for dormitories is made per semester. The academic year comprises a fall, spring and summer semester. Students should confirm their registration for each semester by filling a dormitory application for room reservation at the Office of Student Affairs before the beginning of the semester.
2. Eligibility: To be eligible for on-campus housing for the fall, spring and summer semesters, students must be registered at the University of Balamand during the semester in which they want to enroll. A minimum of twelve credit hours registration is usually required for the fall and spring semesters, and 6 credit hours for the summer semester.
3. Reservations: Reservations for living in the on-campus University Housing should be made through the Office of Student Affairs. Reservations should be made by completing the Dormitory Application for Room Reservation and through payment of a damage deposit that is refundable after successfully checking-out from the dormitories. This damage deposit will serve as part of reimbursement to the University of Balamand in case residing students damage University Housing properties.
4. Payments: The housing fee and rates for each term should be paid as directed by the Comptroller's office. Rates may be subjected to annual changes. Residence fees are strictly not refundable.
5. Assignment of Rooms: Rooms are to be occupied only by the person(s) properly assigned to them by the Resident Director. Room reservations are not transferable and subletting is not permitted. Room changes are only permitted during the first week of each semester based upon written authorization by the Resident Director. Student residents in University Housing may be requested to move at any time during the semester for valid reasons such as consolidation, disciplinary action, maintenance, etc.
6. University Housing Facilities and Policies: The dormitories are reserved for the exclusive use of student residents and authorized University Housing Staff. The living and study conditions may be adjusted occasionally for the mutual benefit of the University and resident students. Therefore, the University of Balamand may alter the official administrative policies as deemed necessary for the sake of

health, safety, and discipline, and for educational purposes. Resident students should abide by changes in policy. Failure to comply with the written instructions will be deemed a violation of University Housing policies and regulations.

7. **Room Keys:** Room keys are delivered to students after payment of the housing fee at the beginning of each semester. Prior to receiving the key, the student should complete a Key & Room Registration Record form (available with the Resident Director) that is considered as a record of the room conditions during check-in. Keys are the property of the University of Balamand and should be returned to the Resident Director at the end of each semester. Failure to return keys will result in:
  - a. charges to the student account for replacement of the key and changing the lock.
  - b. removing personal belongings of the residing student from the dormitories at the student's cost.
8. **Maintenance and Housekeeping:** Student residents should report repairs of University Housing furnishings and equipment to the Resident Director or Student Assistants. Students should maintain their assigned rooms, kitchens, halls, and living rooms in an orderly, safe, and clean condition.
9. **Damage Charges:** Students will be required to pay for any loss or damage to University Housing equipment and furniture. Students residing in the same floor will be held responsible and charged accordingly when the loss or damage cannot be attributed to a particular individual.
10. **Liability:** The University assumes no responsibility for the loss, damage, or theft of personal property belonging to, or in the custody of, the student, whether such losses occur in the student rooms, public areas, or elsewhere in the dormitories.
11. **Right to Entry:** The University reserves the right to enter student rooms for the following reasons: emergency, repair, maintenance, health, safety inspections and administrative necessity.
12. **Visitors:** Visitors are allowed within designated areas and hours. No visitors are allowed inside the rooms. Any violation of this regulation will be considered as soliciting. The assigned rooms should be strictly used by the registered students. No guests are allowed to reside in the dormitories.
13. **Termination of Agreement by the University:** Upon reasonable notice and for good cause, the University of Balamand reserves the right to terminate this Agreement. Should this agreement be terminated, the student will be required to vacate the dormitories and full termination charges will be assessed.

14. Termination of Agreement by the Student: The student may terminate this agreement by giving a written notification to the Resident Director. The student is not entitled for refund of residence fees and should pay for the full amount of fees for the semester in which he is registered. The student should complete the Key & Room Registration Record form during checkout. Deficiencies noted during checkout will be repaired by the University of Balamand and will be deducted directly from the deposit fee. If the cost of repair exceeds the deposit fee amount, the additional amount will be charged to the student account.

### **Policies and Regulations**

The University Housing policies and regulations are listed as follows. Resident students should strictly abide by these policies and regulations. University Housing Staff members are entitled to request from residing students to comply with these regulations at any time:

1. University Housing Access: The main entrances to the Dormitories open at **6:30 a.m.** and close at **12:00 a.m.** daily except on weekends (Friday and Saturday), the doors close at **2:00 a.m.**
2. Identifications: Residents and their guests must present proper identification when requested by University Housing Staff (Resident Director, Student Assistants and Security Guards) when such an official is working within the performance of his or her duty.
3. Cars: Resident students with cars should complete a car registration form available at the Office of Student Affairs that should be clearly displayed on the front window of the car. Entrance of cars is strictly restricted to the dormitory building in which they reside.
4. Noise: Student residents are responsible for keeping noise to a minimum at all times. Noise levels should be low enough so as not to disturb others. Stereos, radios, TVs, musical instruments and conversations must be kept to levels that will not interfere with the study or sleep of other residents.
5. Quiet Hours: Quiet hours are designated daily from 10:00 p.m.- 8:00a.m.
6. Alcohol: The University of Balamand is an alcohol free place. Consumption or possession of alcoholic beverages in rooms, outside the dormitories and in public areas within the University of Balamand is strictly prohibited.
7. Smoking: Smoking tobacco products or any other substance is strictly prohibited in University Housing facilities.
8. Weapons, Fireworks, and Explosives: Weapons, fireworks and explosives are strictly prohibited in the University of Balamand and dormitories.

9. Candles and Incense: Candles and incense of any type are prohibited inside the dormitories.
10. Solicitation: Any personal or commercial solicitation (including door-to-door sales and distribution of advertisements) within the dormitories is prohibited.
11. Posting Signs and Information in Public Areas: Posters and notices should be posted only in the designated Bulletin Boards. Approval of the Resident Director is requested prior to posting. No posters or signs of any kind are permitted on walls, doors, or windows. Any poster or sign that is not approved and signed by the Resident Director will be removed.
12. Objects Hanging From Windows, Balconies, Ledges, and Landings: Throwing, pouring, or dropping objects from windows, balconies, ledges, or landings is strictly prohibited. No posters or signs of any kind are allowed on room windows.
13. Misconduct: Misconduct behavior that is disruptive to orderly community living is not permitted. This includes, but is not limited to, throwing items in the hallways, bouncing balls on the floor/hallways, fighting, pranks, or any other behavior which may cause physical injury or is potentially dangerous to the health and well being of residents.
14. Security: Security inside the University Housing is a shared responsibility of the University Housing Staff and student residents. Student residents should always lock their doors. Residents must return keys immediately upon checkout or reassignment of rooms and must report lost or stolen keys.
15. Computers: Personal computers are permitted in resident rooms.
16. Visitors: The purpose of the guest policy is to protect the right of every student to enjoy a safe and comfortable living environment and not to restrict visitors from entering the dormitories. Visitors (same & opposite sex) are only allowed in the University Housing lounges and should comply with the following regulations.
  - (a) Guest Hours are from **5:00 p.m. to 10:00 p.m. daily** except Saturdays and Sundays, from **10:00 a.m. to 10:00 p.m.**
  - (b) The hosting student must accompany guests at all times.
  - (c) student residents are responsible for the behavior of their guests and should inform them to comply with University Housing policies and regulations
  - (d) student residents should register the name of their guests with the Student Assistants at the main entrance of the dormitory by filling out a guest registration card. If the guest is from outside the University, the resident

student should also register the name of the guest at the main gate of the University. Visitors with cars (including UOB students dropping resident students at the dormitories) shall keep the car registration with the security guard at the main gate of the university.

(e) No room guests are allowed.

17. Room, Floor and Kitchen Responsibility: Each resident is responsible for the proper care of his/her room, and of the kitchen. All residents using the kitchen are responsible for cleaning after using any facility. Individual residents will pay for any charges assessed for damages in their rooms. All residents are responsible for floor damages and will pay equally for charges assessed to the floor.
18. Refrigerators: Refrigerators are permitted in resident rooms provided that the following guidelines are met:
  - (a) one refrigerator per room if the capacity exceeds 4.6 cubic feet.
  - (b) door gaskets should be in good and operational condition
  - (c) students must maintain refrigerators in a safe and sanitary condition.
19. Furniture and Equipment: All furniture assigned to student rooms must remain in the room, and therefore, no furniture is to be removed by students from the rooms. No furniture is to be removed from lounges, kitchens or any other public areas. Residents will be billed for missing furniture from restricted areas. It is not permitted to move any furniture or equipment to the balconies.
20. Cooking: Cooking should take place in the kitchens only. Residents are allowed to use the microwave ovens and electric heaters in the kitchen areas. Students should not leave items unattended on any cooking appliances at any time.
21. Destroying, Damaging or Tampering with Property: Failure to respect University property or the property of any other resident is prohibited. Residents may be assessed restitution for damages to University property.
22. Fire Safety Equipment: Fire safety equipment is provided for the protection of resident students. Tampering with fire extinguishers will result in a minimum of US\$50 charge. Unless the person responsible is identified, this charge will be assessed to the occupants of the corridor or floor of the damaged extinguisher.
23. Room and Public Area Decorating Policy: Residents are encouraged to personalize their rooms. Items can be mounted using any method that allows removal without defacing the surface of walls, doors, and desks. The use of nails, tacks or tapes that will damage walls or strip paints is prohibited. Dartboards and

darts are not permitted in residence hall rooms. Students may decorate public areas within established guidelines and prior approval by the Resident Director.

Students caught violating the above Policies and Regulations will be served a written warning by the Resident Director for misconduct and will be charged the appropriate financial fine if necessary. After two warnings, suspension and/or dismissal from the dormitory may be applied.

### **Procedures for Registration**

After reading the University Housing Agreement, Policies and Regulations, the student will follow the following steps for registration. These procedures for registration are established to protect both parties involved, the residing students and the University.

1. The student should complete the Dormitory Application for Room Reservation. By signing this application, the student indicates that he has read and understood the terms and conditions of the University Housing Agreement, Policies and Regulations, and agrees to comply with them.
2. After completing the Dormitory Application for Room Reservation, the student should pay a damage deposit that constitutes the first step toward room assignment. Due to the limited number of spaces available, this deposit is not refundable if the applicant decides not to reside in the dormitories. Moreover, a forfeit that will be directly withdrawn from the damage deposit will apply if the student does not checkout of the room according to the University's outlined procedures. This deposit will be carried over to the student's subsequent years at UOB until the student graduates or leaves the dormitories.
3. Prior to checking-in, the student should pay for the full housing fee for the semester during which he is residing. Upon moving into the assigned room, the student will receive the key and be asked to complete a Key & Room Registration Record form to check the condition of the room carefully, and to ensure that deficiencies, if any, are previously noted. If the student discovers other discrepancies, he should alert the Resident Director in order to add them to the Key & Room Registration Record form.
4. Keys: When the student checks into his room, he will receive a room and desk key. The keys are for personal use only. Unauthorized duplication, lending or borrowing of keys is prohibited:
  - a) If the student loses his keys, he is required to obtain a temporary replacement key immediately from the Office of Student Affairs. The student will be charged a basic fee for the replacement. If a replacement key cannot be found, a lock change is required for the protection of the student, his roommate and future residents. Whenever the lock is changed, a notice will be left on the door of the room.



- b) If the student is locked out of his room, he may obtain a temporary key from the Office of Student Affairs. The temporary keys issued should be returned within 24 hours to avoid charges.

5. Check-out: Procedures for check-out need to be followed whenever:

- (a) the student changes his room
- (b) the student withdraws from the University
- (c) the student leaves at the end of a semester or academic year.

If the student does not comply with the checkout procedures, the resident will lose his room deposit charge and will be charged for an “improper check-out” fee that will be added to the student account.

The student shall follow this checklist to ensure proper checked-out:

- Set up an appointment with the Resident Director to check the room. Personal belongings must be moved out of the room before checking out. The student shall clean the room and remove marks from the walls and doors to avoid cleaning charges. The student shall also ensure that furniture is kept in its original designated space.
- The student shall sign the checkout sheet and deliver the keys to the Resident Director. Once the room has been closed, maintenance staff members will do a thorough check of the room. Additional charges that were not previously assessed may be added. To appeal a charge, the student must submit a written petition to the Office of Student Affairs.

Updated by: Office of Student Affairs

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